

**MINUTES  
DEPARTMENTAL BUDGET HEARINGS  
LANCASTER COUNTY BOARD OF COMMISSIONERS  
COUNTY-CITY BUILDING  
ROOM 113  
THURSDAY, MAY 16, 2002  
1 P.M.**

Commissioners Present: Bernie Heier, Vice Chair  
Kathy Campbell  
Larry Hudkins  
Ray Stevens

Commissioners Absent: Bob Workman, Chair

Others Present: Kerry Eagan, Chief Administrative Officer  
Gwen Thorpe, Deputy Chief Administrative Officer  
Dave Kroeker, Budget and Fiscal Officer  
Dave Johnson, Deputy County Attorney  
Amy Prenda, Director of Legal Research and Analysis for  
Kissel/E&S Associates  
Ann Taylor, County Clerk's Office

The Vice Chair opened the meeting at 1:10 p.m.

**COUNTY ENGINEER AND GEOGRAPHIC INFORMATION SYSTEM (GIS) (703 & 615)**

Present were Don Thomas, County Engineer; Larry Worrell, County Surveyor; Jim Langtry, County Engineer Geographic Information Systems (GIS) Mapping Division Head; and Candy Hunt, Administrative Services Officer.

County Engineer (703)

Don Thomas, County Engineer, reviewed *General Fund - Engineer, Budget Worksheet Fiscal Year 2003* (Exhibit A), noting a 10% increase in the budget (\$236,000). He said the increase is attributable to salaries, insurance and right-of-way expenses.

Geographic Information System (GIS)

Jim Langtry, County Engineer Geographic Information Systems (GIS) Mapping Division Head, reviewed *General Fund - GIS, Budget Worksheet Fiscal Year 2003* (Exhibit B).

Langtry said \$30,000 is budgeted (\$15,000 in GIS budget, \$15,000 in Bridge Fund budget) for a large format scanner, printer, plotter to replace an existing Diazo Print Machine.

Thomas said the purchase of this equipment could be delayed for a year, if necessary (see Exhibit C for *Lancaster County Budget Reduction Summary*).

## **CORRECTIONS (671)**

Present were Mike Thurber, Corrections, and Liz Thanel, Business Manager for Corrections Department.

Liz Thanel, Business Manager for Corrections Department, reviewed *Lancaster County Corrections, Summary Analysis of Requested Budget* (Exhibit D) and said the increase is primarily due to salaries, insurance and an upgrade of the jail security system. She also noted \$45,000 in debt service (repayment of a Nebraska Association of County Officials (NACO) lease for an air conditioning system at the Lancaster Correctional Facility (LCF).

Campbell asked whether the cost of the upgrade of the jail security system could be split between two budget years.

Mike Thurber, Corrections Director, said it probably could as it will take time to hire an engineer and develop the plans.

Dave Kroeker, Budget and Fiscal Officer, said outside financing may also be an option.

Hudkins said the United States Marshal's Service may be willing to share in the cost.

Thanel also reviewed the following (see Exhibit D):

- \* *Total Days Served, FY 1991 - FY 2002*
- \* *Total Populations, FY91, FY00, FY01, FY02*
- \* *Jail-Only Population, FY91, FY00, FY01, FY02*
- \* *Lancaster Correctional Facility (LCF)-Only Population, FY91, FY00, FY01, FY02*

In response to a question from Heier, Thurber said staffing is almost at full complement.

Thurber reviewed *Lancaster County, Request for Increase in Personnel or Services, Fiscal Year 2003* (see *Lancaster County Proposed Budget FY2002-03*) and indicated a critical need for an additional licensed practical nurse (LPN).

Thurber also reviewed *Lancaster County Budget Reduction Summary, Corrections Department* (Exhibit E) and said it will be necessary to eliminate nine staff positions to meet the requested reduction in the budget (\$719,000). Thurber explained that reductions will cause a reduction in revenues, as the City's share is based on costs.

Heier said he would like the Board to continue to look at the Work Crew Program.

Thurber said some funding may be available through the "Keep America Beautiful" Program.

Hudkins asked whether consideration should be given to constructing or remodeling a facility to serve an all female population.

Thurber said it would be costly, as it would have to serve the full gamut of classifications.

In response to a question from Campbell, Thurber said he would like to see the County Court eliminate the practice of allowing individuals to sit out their fines and fees in the jail. He said reduction of pre-sentence investigation time by the District Court and funding of pre-trial services supervision would also be beneficial.

Campbell suggested utilizing retired executives to supervise an automatic phoning system. She added that it may be possible to use Keno funds to "jumpstart" pre-trial services.

Thurber said the inmate phone system will be bid this year and said bidding companies may be willing to include an automatic phoning system as an incentive.

## **BUILDING FUND & OTHER FUNDS (051)**

### Information Services (610)

Jim Walkenhorst, Information Services Systems Project Supervisor, appeared and reviewed *Applicant Tracking System Cost Estimates* (Exhibit F), noting that the County's share of the cost will be \$15,000.

Kroeker suggested that this may be an appropriate Keno Fund project.

Board consensus was to proceed with the project.

Kroeker said \$75,000 is budgeted for Governmental Accounting Standards Board (GASB) 34 and financial system upgrades (see *Lancaster County Proposed Budget FY2002-03*). He said the County will need to purchase system software and said the cost is estimated at \$350,000 to \$500,000.

Walkenhorst said there is a hardware component that could also be very expensive.

Kroeker distributed *P.C. Requests for FY03* (Exhibit G).

The Board requested a review of the Information Services budget with Doug Thomas, Information Services Director. A prioritization of projects, list of the projects that the City has approved and actual costs for the past three to five years was also requested.

### County Board (601)

Kroeker reviewed the budget (see *Lancaster County Proposed Budget FY2002-03*).

### Budget & Fiscal (611)

Kroeker reviewed the budget (see *Lancaster County Proposed Budget FY2002-03*) and said attendance at the American Management Conference is a possible area of reduction.

## **WEED CONTROL (064)**

Present was Russ Shultz, Noxious Weed Control Authority Superintendent.

Russ Shultz, Noxious Weed Control Authority Superintendent, reviewed the requested budget (see *Lancaster County Proposed Budget FY2002-03*) and said there is a decrease due to City reimbursement of 50% of the cost of weed control activities under terms of the interlocal agreement.

Discussion took place on the department's proposed logo with a suggestion that the design be simplified. The Board asked Shultz to look at magnetic, rather than adhesive, signs for the departmental vehicles and to report back on costs.

## **COUNTY CLERK (602)**

Present were Bruce Medcalf, County Clerk, and Tim Genuchi, Accounting Operations Manager for the County Clerk's Office.

Bruce Medcalf, County Clerk, said the budget request is \$40,000 less than last year. He said this is due in part to less need for Information Systems support.

Tim Genuchi, Accounting Operations Manager for the County Clerk's Office, said this year's budget will have a \$60,000 surplus, as an upgrade of the Tesseract Payroll System was completed well under budget. He noted that a new accounting position (GASB 34) was partially funded last year, but was not filled. That position and two computers are included in the expansion budget. Genuchi said inclusion of these items will result in a budget increase that is less than 1%.

In response to a question from Campbell, Genuchi said hiring could be delayed so that it will only be necessary to fund the position for a partial year.

Medcalf noted that claims and warrants have increased and said this position could assist with those duties.

Genuchi said the Families First & Foremost (F<sup>3</sup>) expansion will also have an impact on the accounting division.

Hudkins suggested that the County explore whether it can recover its costs from the F<sup>3</sup> Grant.

Heier said the County may be able to count it as matching funds for the grant.

## **DISTRICT COURT CLERK (621 & 751)**

Present was Kelly Moore Guenzel Handlos, Clerk of the District Court.

### District Clerk (621)

Kelly Moore Guenzel Handlos said there will be reductions in the budget, but asked for a one month extension. She said reductions can be made in the area of personnel and said accounting positions will be re-evaluated once the child support conversion is completed. Handlos added that she does not plan to fill two open positions, one of which is the position of chief deputy.

Handlos said the Juvenile Court will be converting from Children Have a Right to Support (CHARTS) to Judicial Users System to Improve Court Efficiency (JUSTICE) and said the Juvenile Court has asked that overtime be retained in the budget until the conversion is complete.

Handlos said she does not plan to attend any conferences this year and said that area of the budget can be reduced as well.

Kroeker said it doesn't appear that money is being spent for Consulting Services (3057) and suggested that the Board seek input from the Public Defender. Board consensus was to hold the budget until Handlos has more information from the State.

### Community Mental Health Center (CMHC) Board (751)

Handlos said the number of Mental Health Board hearings has decreased from last year and said a reduction is possible. She said the budget could be readjusted at mid-year, if necessary.

## **FAMILIES FIRST & FOREMOST (060)**

Present were Sheryl Schrepf, Juvenile Mental Health Director; Renee' Dozier, Director of Service Development; Nyla Helge, System of Care Director; Gus Hitz, Youth Assessment Center Director; and Renee Runge, Administrative Aide.

Sheryl Schrepf, Juvenile Mental Health Director, reviewed the following (Exhibits H & I):

\* *New County Employees 2002-2003, Office of Juvenile Mental Health*

Schrepf said the four new positions are related to the Nebraska Department of Health and Human Services (HHS) contract. The Substance Abuse Evaluator is dependent upon LB 640 (renames grants and provides for a county aid program under the Juvenile Services Act) funding. Family advocates and mentors are contract employees.

\* *Office of Juvenile Mental Health 2002-2003 County Budget*

Schrepf said the increase in the budget is the result of the new HHS contract, which is reflected primarily in Other Contracted Services.

\* *Office of Juvenile Mental Health 2002-2003 Revenue*

Hudkins asked whether the Office of Juvenile Mental Health would have to go through reduction in force (RIF) procedures if funding does not come through.

Dave Johnson, Deputy County Attorney, said the contract with HHS may be written so that it can be terminated if funding is not available. He said Diane Staab, Deputy County Attorney, would be better able to address the RIF issues.

Kroeker said LB 640 funding may be in jeopardy if the Nebraska Legislature has another Special Session and asked whether the programs could be delayed.

Schrepf said the timeline is "jammed" and the County may receive the funding before the Legislature has a chance to cut it.

Campbell said Governor Johanns is convinced of the need, but said the County will need to amass evidence that it can save the State money and that the Medicaid waiver will work.

**PROPERTY MANAGEMENT (066)**

Present was Don Killeen, County Property Manager.

Don Killeen, County Property Manager, reviewed the budget, noting that a number of buildings are in transition and that Trabert Hall's future is dependent on what happens with the Old Federal Building.

Killeen reviewed *Lancaster County Budget Reduction Summary* (Exhibit J), noting most are Community Mental Health Center capital items.

Campbell cautioned against delaying all of the capital items as it would only buy "a one time fix".

In response to a question from Hudkins, Killeen explained that a garage/storage unit is needed at the Lancaster County Juvenile Detention Center to store lawnmowers and equipment.

Campbell suggested that the Board use the bonds to build a larger garage/storage unit at the Lancaster County Juvenile Detention Center and to centralize the maintenance shop at that location.

Board consensus was to explore that option and to move the capital items to the Building Fund.

In response to a question from Kroeker, Killeen explained that equipment operators cover multiple buildings.

Killeen reported that a decision has been made to locate the Community Learning Center at Irving Middle School, instead of Trabert Hall.

In response to a question from Hudkins, Killeen said revenue from CenterPointe's lease of the Attention Center is not anticipated until July or August, 2002 and was not built into the budget.

**OTHER BUSINESS**

The Board reviewed the budget hearing schedule and asked that the June 4, 2002 session be cancelled and those hearings rescheduled.

The meeting was adjourned by direction of the Vice Chair at 4:22 p.m.

**NOTE:** Budget documents discussed are included in *Lancaster County Proposed Budget FY2002-03* (on file in the County Clerk's Office).

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Bruce Medcalf  
County Clerk